

# Academic Senate Meeting Minutes 2015-16

<b>Date:</b> Friday, September 11, 2015 <b>Time:</b> 2:00 pm <b>Location:</b> 388-103 EH, West Hawaii D-183 ACR	<b>Members Present:</b> Marilyn Bader, Malcolm Chun, Sandra Claveria, Toni Cravens, Erick Cremer, Sharon Dansereau, Kenoa Dela Cruz, Reshela DuPuis, Harold Fujii, Sam Giordanengo, Billie Jones, Jessica Lerma, Jim Lightner, Pua Lincoln Maielua, Chip Michels, Carrie Mospens, Caroline Naguwa, Helen Nishimoto, Kelley O’Leary, Joel Peralto, Christine Quintana, Deseree Salvador, Jill Savage, Kate Sims, Joel Tanabe, David Tsugawa, Leanne Urasaki, Bobby Yamane,
<b>Call to Order:</b> 2:11 pm <b>By:</b> Joel Peralto <b>Mins:</b> Carrie B. Mospens	<b>Guests:</b> None

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by the Chair at 2:11 pm with 22 senators (including 5 Executive Committee members) present.		
2. Approval of May 7, 2015 Minutes	<b>Motion to accept the May 7, 2015 minutes with minor edits to page 2 item 7a (change ADRP to ABRP). (Fujii/Giordanengo)</b>  Motion carried unanimously by voice vote.	<b>Motion Carried</b>	
3. Reports from Administration	See attachments 3a and 3b		
4. Chair’s Report	No report		
5. Standing and ad hoc Committee Reports			

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a. Curriculum Committee b. Faculty Policy Committee c. Educational Policy Committee d. ad hoc Writing Intensive Committee e. ad hoc General Education Committee f. ad hoc Distance Learning Committee g. ad hoc Curriculum Central Committee	No Report No Report No report No report No report No report No Report		
6. Old Business a. Fast-track Policy Proposal (EPC) 6a b. Administration Eval/Assess Proposal Draft (FPC) 6b, 6b-1 c. HAW 7.505 Class Attendance,	Tabled Tabled Tabled		

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etc. Policy 6c, 6d  d. HAW 5.701 Application for Graduation Policy 6d, 6d-1  e. HAW 5.702 Graduation Requirements Policy (EPC) 6e, 6d  f. Awarding of Degrees/Certificates (EPC) 6f  g. Memo from VCAA re: Ecafe Modifications (FPC) 6g rev  h. HAW 5.503 Credit/No Credit Policy 6h  i. HawCC Student Government Issues 7f, 7f-1  j. HAW 5.208 Residency for Graduation (EPC)	Tabled  Tabled  Tabled  Tabled  Tabled  Tabled  Tabled		
7. New Business  a. Curriculum Proposals  b. VCAA memo to FPC (HAW 9.203) 7b, 7b-1	None  -The Vice Chancellor of Academic Affairs requests that the Faculty Policy Committee review HAW 9.203 Five Year		

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<p>c. VCAA memo to EPC (HAW 5.850) 7c, 7c-1</p> <p>d. UHCCP 5.205 Notation of Academic Credentials to EPC (H Nishimoto) 7d-1</p>	<p>Evaluation of Faculty.</p> <p><b>Motion to send HAW 9.203 policy to the Faculty Policy Committee for review. (Giordanengo/Fujii)</b></p> <p>-Motion carried unanimously by voice vote.</p> <p>-The Vice Chancellor of Academic Affairs requests that the Educational Policy Committee review HAW 5.850 Multiple/Second Degree Policy.</p> <p><b>Motion to send HAW 5.850 policy to the Educational Policy Committee for review. (Giordanengo/Cremer)</b></p> <p>-Question posed: What exactly needs to be revised since this policy has come before the Senate before. Response: It needs to be reviewed for System alignment in light of recent changes.</p> <p>-Motion carried unanimously by voice vote.</p> <p>- The Vice Chancellor of Academic Affairs requests that the Educational Policy Committee review UHCCP 5.205 Notation of Academic Credentials for System alignment.</p> <p><b>Motion that the Educational Policy Committee review UHCCP 5.205 Notation of Academic Credentials for formulation of a Hawai'i Community College policy. (Nishimoto/Fujii)</b></p>	<p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p>	

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<p>e. Faculty Handbook – Staff Dev Committee to FPC (H Nishimoto) 7e-1</p>	<p>-Discussion: Policy regards automatic conferral of degree unless student opts out in writing.            -Noted that section V of the policy is worded incorrectly. Assessment should be changed to “evaluation and review”.</p> <p>-Motion carried unanimously by voice vote.</p> <p><b>Motion that the Faculty Policy Committee review and make possible revisions or recommendations to the Faculty Handbook based on recent revisions made by the Faculty/Staff Development Committee. (Nishimoto/Savage)</b></p> <p>-Mentioned that a draft version has already been provided to new hires, but it’s believed that the FPC should still review the handbook.</p> <p>Question posed: What is the context for the review? What information is new? Response: Revisions were substantial. Therefore, the review should be comprehensive. Noted that there is no set format or set content for the handbook, so the FPC has flexibility to add sections.</p> <p>Question posed: Is there a way for other senators to weigh in on editing? Response: Drafts can be sent out to the Faculty for review. Or Senators could submit comments to respective representatives. Given that there is a lot of flexibility, anyone who wishes to submit comments is welcome to do so. Relative</p>	<p><b>Motion Carried</b></p>	

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<p>f. Committee Appointees for Chancellor (N Yamane) 7f-1</p> <p>g. UHPA report – Admin Eval/Survey Instrument Update (D Tsugawa)</p>	<p>to a deadline, editing should be done before the next new hire orientation.</p> <p>-Motion carried unanimously by voice vote.</p> <p>-The Chancellor requests recommendations for the Academic Grievance Committee and the Student Conduct Committee. Discussion ensued as to how to split the volunteers.</p> <p><b>Motion to nominate Jack Minassian, Jill Savage, Noe Noe Wong-Wilson, and Beth Sanders for the Academic Grievance Committee. (Claveria/K. Dela Cruz)</b></p> <p><b>Motion to nominate Malcolm Chun, Toni Cravens, Kaleo Quintana, Kyle Kahele for the Student Conduct Committee. (Claveria/K. Dela Cruz)</b></p> <p>-Motions carried unanimously by voice vote.</p> <p>-Noted that HawCC currently has 4 PAU representatives.</p> <p>-During the summer, an ad hoc committee was formed to create an Administration evaluation/survey instrument for the Community College System and a letter was drafted to inform President Lassner of development of the instrument.</p> <p>Question posed: Didn't our Faculty Senate approve the instrument designed by the FPC, and wasn't our campus going</p>	<p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p>	

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	<p>to pilot it this semester? Response: Yes.</p> <p>-Noted that the Academic Senate could do both and mentioned that dissemination through UHPA would ensure confidentiality. The idea of retribution is significant, so housing the survey on an outside server is recommended.</p> <p>-Proposed that we move forward with our own pilot and also participate with UHPA when the UHPA version is ready.</p> <p>-Mentioned that it would be beneficial to have a streamlined instrument and procedure as a CC System.</p> <p>-Chair noted that our campus is not the only one that has been working on an Administration evaluation. The Chair also encourages our senate to determine which entity should be moving this process forward. Per Senator Tsugawa, UHPA is ready to go with the instrument. UHPA is simply waiting to find out what individual faculty senates want to do.</p> <p>Question posed: Can we ask UHPA to host our survey? Senator Tsugawa to inquire.</p> <p><b>Motion to proceed with the HawCC evaluation instrument. (Fujii/?)</b></p> <p>-Discussion ensued about issues of confidentiality. Mentioned that Survey Monkey is on an outside server and was previously</p>	<p><b>Senator Tsugawa</b></p> <p><b>Motion Withdrawn</b></p>	<p><b>September 18, 2015</b></p>

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	<p>used for the FPC Bullying Survey.</p> <p>-Question posed: Shall we get something from Shawn Flood explaining that Survey Monkey is anonymous?</p> <p>-Original motion withdrawn.</p> <p>-New motion made and then amended to read, <b>Motion to implement the HawCC administration evaluation survey as passed by the faculty senate last spring, upon receipt of verification from Shawn Flood that Survey Monkey is confidential. (DuPuis/Fujii)</b> Amendment carried unanimously.</p> <p>-Discussion ensued.</p> <p>-Two concerns raised: 1) are new faculty members familiar with the instrument and 2) how will the results will be handled? Noted that these concerns were previously addressed by the FPC last semester when it was also determined that the survey would be administered in fall 2015.</p> <p>-Question posed: Is the intent to proceed if the verification is received? Response: Yes.</p> <p>-Question posed: Was a specific date set for implementation? Response: No specific date.</p> <p>-Question posed: Are we voting to implement it immediately or next spring? Response: Right away (chair's response)</p>	<p><b>Motion Withdrawn</b></p>	



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<p>h. Proposed changes to TE distribution for Chair/VC (Exec Committee)</p>	<p>-Clarification made that the current matter on the floor is to determine whether to wait for UHPA to implement the survey or to proceed without UHPA.</p> <p>-Considering wording and that no attachment was made available, it was requested that this item be agendized for the next Academic Senate meeting.</p> <p>-Motion on the floor withdrawn.</p> <p><b>Motion to agendize the item for the next Academic Senate meeting and to include an attachment of the document that was provided last spring. (?/?)</b></p> <p>-Motion withdrawn.</p> <p>-Chair will work with the Faculty Policy Committee and Senator Tsugawa to agendize this item. Furthermore, the Academic Senate Committee Co-chairs will work with Institutional Research Specialist, Shawn Flood, to determine anonymity/confidentiality of Survey Monkey.</p> <p>-Due to the significant work load and meeting time conflicts, the Executive Committee proposes a shared load factor between the Academic Senate Chair and the Academic Senate Vice Chair.</p> <p>-Currently the Chair receives 6 credits per AY. The Executive</p>	<p><b>Motion Withdrawn</b></p> <p><b>Chair Peralto/Senator Tsugawa/FPC Co-Chairs</b></p>	<p><b>September 18, 2015</b></p>

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<p>i. Proposed changes for additional TE for secretary (Exec Committee)</p>	<p>Committee is proposing that 3 credits of release time be allocated to the Chair and Vice Chair.</p> <p>-Request made for written justification.</p> <p>-Question posed: Is it possible to make the shared governance more flexible so that the next chair can decide to share or not share assigned time? Yes, that would be at the discretion of the Chair and Vice Chair.</p> <p>-Written justification is forthcoming and will be agendized for the next Academic Senate meeting</p> <p>-The Executive Committee requests that at least 1.5 credits per semester, but ideally 3 credits per semester be allotted for the Academic Senate Secretary.</p> <p>-Request made to include wording for non-instructional faculty. Comments: We need to use “over-load” instead of “teaching equivalency”. However, the problem is the school does not want to pay over-load for non-teaching faculty.</p> <p>-Request made to provide rationale for the proposal in writing.</p> <p>-A written rationale is forthcoming and will be agendized for the next Academic Senate meeting.</p>	<p><b>Chair Peralto</b></p> <p><b>Chair Peralto</b></p>	<p><b>September 18, 2015</b></p> <p><b>September 18, 2015</b></p>
<p>j. Chancellor/Interim Chancellor</p>	<p>-Suggestions solicited for ideal traits and characteristics of the</p>		

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<p>Selection Discussion (Exec Committee)</p>	<p>interim/new chancellor, as well as suggestions for potential candidates.</p> <p>-The Interim position was originally slated for Jan-June 2015 with the new chancellor beginning in fall 2016.</p> <p>-Question posed: Are you asking for the same information that we received in Grace's email? Response: Yes. The information received today would be forwarded on to VPCC J. Morton.</p> <p>-Suggestions:            *Someone with demonstrated integrity            *Someone lacking nepotistic ties            *Not be someone considered for the permanent position</p> <p>-Please submit feedback by September 18, 2015.</p> <p>-Question posed: Is it possible to email the faculty list serve? Response: Yes.</p> <p>-Question posed: Do you want to send it to lecturers too? Response: Yes. Grace's email went out to everyone, including the lecturers.</p> <p><b>Motion to communicate with Faculty and lecturers asking for input on the chancellor selection process. (Nishimoto/K. Dela Cruz)</b></p>	<p><b>Motion Amended</b></p>	

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<p>k. DevEd Initiative Discussion (Exec Committee)</p>	<p>-Concern that the motion is asking about the process rather than qualities. Motion amended.</p> <p><b>Motion to send mass email to all Faculty and lecturers asking for feedback on the chancellor selection process, characteristics, and qualifications and the interim chancellor selection process, characteristics, and qualifications by Sept 18, 2015. (Nishimoto/K. Dela Cruz)</b></p> <p>-Motion carried unanimously.</p> <p>-The Developmental Education Initiative item is on the agenda to bring the issue to a level of awareness.</p> <p>-The Chair hopes to agendize this item for further discussion for the next Academic Senate meeting.</p> <p>-The initiative impacts the math and English departments by requiring significant curriculum changes across the System due to the elimination of lower level developmental education courses. Additionally, these changes require students to be at college level within 1-2 semesters. Implementation is set for fall 2016.</p> <p>-Commented that the Community College system is upset because this process should be faculty driven, but this initiative has been top down.</p>	<p><b>Motion Carried</b></p>	

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	<p>- Further commented that the policy was proposed over the summer when most faculty members were not on duty. This has resulted in a lack of faculty representation.</p> <p>- Another issue is that a one size fits all fix is being proposed and that does not consider that not all our students and resources are the same across the System.</p> <p>-There has been consistent pressure from Morton and Quigley. Other Vice Chancellors have asked VPCC Morton to delay implementation until 2017, but VPCC Morton has not responded.</p> <p>-This initiative also impacts Student Affairs, for “wrap around” services are considered a vital component for success. As a result, Student Affairs now needs to figure out how to address these additional expectations.</p> <p>Also of consideration is that this top down approach sets a precedent. While the data shows that a very low percentage of our students make it through our developmental education programs, the process for changing the programs should include faculty input. The process is the problem.</p> <p>-Request made by the Senate Chair to the English Department Chair to provide a summary for the next Senate meeting explaining how the English department is being impacted. Senator Naguwa agreed to prepare the summary.</p>	<p><b>Senator Naguwa</b></p>	<p><b>September</b></p>

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	<p>-Per Chair Peralto the Academic Senate needs to be prepared to make a case.</p> <p>-Request made by Chair Peralto for the math and English department chair's to present respective reports at the October Academic Senate meeting.</p> <p>-Senator Tsugawa to provide articles pertaining to the current trend of eliminating developmental education.</p> <p>-Stressed that the solutions we seek to address the problems with developmental education need to reflect our data.</p>	<p><b>Senators Naguwa and Schumaker</b></p> <p><b>Senator Tsugawa</b></p>	<p><b>18, 2015</b></p> <p><b>October 16, 2015</b></p> <p><b>Next Academic Senate Meeting</b></p>
<p>8. For the Good of the Order</p>	<p>-Noted that a report was requested from the VCSA regarding last semester's student government issues, and a draft was received September 10, 2015. However, dissemination of the report is pending clarification requests on the part of the Academic Senate Chair.</p> <p>-Concern raised about the fact that input has been requested by September 30, 2015 for the 2015-2021 Strategic Directions Report; however, the report was just released this morning and that was only to selected individuals. Request made for the concern to be agendized for the next Academic Senate Meeting. Item will be agendized and the Chair requests that Senator Giordanengo provide the link for the 2015-2021 Strategic Directions Report.</p>	<p><b>Senator Giordanengo</b></p>	<p><b>ASAP</b></p>

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	<p>-Announced that a new HawCC website will be launched 10/1/15.</p> <p>-Announced that shirt orders will be collected soon for HawCC anniversary edition shirts. The shirts should be available by the end of October. Note that the window for ordering will be short. Cost is approximately \$20.00 and only cash or check will be accepted. Samples will be available for viewing.</p>		
9. Adjourn	<p><b>Motion to adjourn. (K. Dela Cruz/?)</b></p> <p>-Motion carried unanimously by voice vote.</p> <p>-Meeting adjourned at 4:24 pm by Chair Joel Peralto</p> <p><b>-Next meeting Friday, September 25, 2015 12:30-2:30 pm, Bldg. 388, Room 103 and Polycom to West HI D-183, ACR</b></p>	<b>Motion Carried</b>	